

Wood County Board of Developmental Disabilities

POLICY

Policy #: 01-ALL-ALL-0134 Subject: HIPAA (Minimum Necessary Use and Disclosure)
Effective Date: 04-01-03 Last Revision: 12-05-17
Person Responsible: HIPAA Privacy Officer
Approvals/Date: Brent Olson 12/11/17 [Signature] 12/11/17
Superintendent, WCBDD Date Board President, WCBDD Date

The following definitions apply:

Minimum Necessary - "When using or disclosing the protected health information or when requesting protected health information from another covered entity, a covered entity must make reasonable efforts to limit the protected health information to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request." 45 CFR.

Protected Health Information or PHI - Individually identifiable information that is (i) transmitted by electronic media, (ii) Maintained in electronic media, or (iii) transmitted or maintained in any other form or medium. Records of individual's deceased for more than 50 years are not PHI. For the purposes of this manual, and the board's compliance program, PHI shall also include "Education Records" as defined by FERPA. This creates a consistent set of policies for both types of confidential information.

For purposes other than those listed below, the use and disclosure of PHI must be limited to the minimum necessary to satisfy the request or to complete the task. The Privacy Officer shall implement safeguards and protocols to implement this policy. All employees shall follow those protocols.

References: 45 CFR

Procedures: 02-ALL-ALL-0660 (AD)

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